



**Real Attorneys
Professional Defenders**

ASSIGNED COUNSEL PROGRAM

EC LEG JUL 10 '25 PM 12:54

Michelle Parker, Executive Director

The Brisbane Building
403 Main Street, Suite 215
Buffalo, NY 14203

Phone (716) 856-8804
Fax (716) 856-0424

Officers 2025-2026

Peter Vasilion
President

Rachel Saeli
Vice President

Pamela Thibodeau
Secretary

Kristin Arcuri
Treasurer

Kevin Stadelmaier
First Deputy Defender
Criminal Division

Yvonne Vertlieb
Second Deputy Administrator
Family Division

Lori A. Hoffman
Deputy for Quality Assurance

David Heraty
Deputy for Litigation Support
And Appellate Bureau

Matthew Powers
Deputy for Legal Education
Director of the
John R. Nucheren
Center for Legal Excellence

Kevin C. Condon
Deputy for Child Welfare

Mary Beth DePasquale
Deputy for Family Court
Litigation Support

July 7, 2025

Olivia M. Owens
Clerk of the Erie County Legislature
92 Franklin Street, 4th Floor
Buffalo, NY 14202

Re: Resolution 233 of May 6, 1975

Dear Ms. Owens,

Pursuant to the above-referenced Resolution, I am enclosing a financial report, cash basis, for the period 01/01/2025-6/30/2025, along with a list of attorneys who are currently on our panel. I am also enclosing copies of the minutes of each meeting of our Board of Directors that has been held within that six month period.

Thank you.

Very truly yours,

Michelle Parker
Director/Chief Defender

MP:hpk
Encs.

Mission Statement

We strive to help those who cannot help themselves; who face steep odds against the power of the State; and who struggle with poverty, mental issues, helplessness, and dread. We save lives and we save families. We are the first line of defense for the freedoms granted to us by the U.S. Constitution and the Bill of Rights.

ECBA AIP
Assigned Counsel Program

Report to the Clerk of Erie County Legislature		Period 1/1/2025-06/30/2025
Source of Funds:		
County of Erie		\$9,257,180
NYS: ILS (2024)		\$6,506,938
NYS: ILS (2025)		\$2,669,869
NYS: DCJS - HATE CRIME GRANT DIRECT PAY TO AGENCY 2024		\$3,400
Niagara County		\$9,725
Redlich Horwitz Foundation - Restricted Funds		\$80,000
Donation - Training Restricted		\$0
Donation - Attorney Recognition Event		\$250
Interest Revenue - Collateral Account		\$144,870
Total Revenue:		\$18,672,232
Program Expenditures:		
Attorney Fees		\$12,812,406
Transcripts		\$56,138
Experts		\$98,424
Investigators		\$15,590
Total Program/Atty Fees:		\$12,982,558
Administration:		
Personnel (Wages, Hosp, FICA, Unemploy, Disability, Work. Comp & Pension)		\$2,211,149
Util/Telephone		\$23,209
Space Rental		\$123,083
Office Supplies		\$12,776
Postage		\$1,410
Travel/Conferences		\$8,011
Vehicle Lease (ILS/NYS approved)		\$7,465
Insurance		\$9,737
Legal/accounting (Accountant)		\$0
Dues & Assoc. Membership Fees		\$14,175
Office Printing/copying (Reproduction)		\$3,754
Training		\$19,119
Equipment Purchase		\$10,340
Computer Maintenance/Support/Software Licenses		\$73,927
Legal Publications		\$12,702
Temps/Recruitment		\$930
Consultants		\$33,426
Payroll Service		\$2,847
Bank Charges		\$39
Online Billing Software fees		\$34,327
Intern/Law Student		\$0
Attorney Recognition Event		\$9,126
Misc (Misc & Misc Volunteer Support)		\$1,977
Total Administration:		\$2,613,527
Grand Total Expenses:		\$15,596,084

Assigned Counsel Panel

Active

As of June 30 2025

JEFFREY	ABATE	WINTER	EATON
ANTHONY	ABBARNO	ANDREW	EMBORSKY
JESTOWO	ADENIJI	JASON	EVANS
JOSEPH	AGRO	LEE	FABIATOS
SAMUAL	ALBA	ELIAS	FARAH
FLORINA	ALTSHIER	ANTHONY	FARACO
FRANCIS	AMENDOLA	BETH	FARRELL
ELENA	ANCONA	M. KREAG	FERULLO
RYAN	ANDERSON	MICHAEL	FLESSA
HEATHER	ANDERSON	ROBERT	FLYNN
JOHN	ANGE	CHRISTOPHER	FRANGIONE
SARA LEE	ANTHIS	LUCAS	FROMAN
JAMES	AURICCHIO	JOYCE	FUNDA
TIBOR	BARANSKI	TIMOTHY	GALLAGHER
ARIEL	BAUERLE	TYLER	GATELY
JEFFREY	BAUMANN	GIOVANNI	GENOVESE
WILLIAM	BECK	KENNETH	GIBBONS
JOHN	BEDASKA	KEVIN	GIBBONS
JACQUELINE	BELLROSE-LLOYD	BRENDAN	GILBERT
DEBRA	BENDER	MICHAEL	GIOIA
CARLA	BENZ	REBECCA	GIOIA
CATHERINE	BERCHOU	ROBERT	GOLDSTEIN
SCOTT	BERNARD	CHARLES	GREENBERG
CATHERINE	BILLANTI	ALVIN	GREENE
ASHLEY	BLAHOWICZ	SHANE	GREENE
FRANK	BOGULSKI	JOHN	GRENNEILL
ADAM	BOJAK	DANIEL	GRIEBEL
DANIEL	BRADY	LYLE	HADJU
WILLIAM	BRODERICK JR	ROBERT	HAMILTON
MATTHEW	BROOKS	TIMOTHY	HENNESSY
TIMOTHY	BROOKS	THOMAS	HEUBUSCH
MARK	BRYNE	KAITLYN	HOERNER
SANTINO	CAFFARELLO	STEPHEN	HUGHES
DANIEL	CAFFERY	FRANK	IERACI
IAN	CANTERBURY	JUSTIN	JABLONSKI
CATHERINE	CAREY	JOSEPH	JARZEMBEK
RYAN	CARNEY	ROBERT	JOHNSON
JAKE	CERONE	DEONNA	JONES
ANTHONY	CHABALA	KEVIN	KANE
MARY	CHAN	KELLY	KAPPERMAN
ALEXANDRIA	CHIARELLI	SUSAN	KARALUS
REBECCA	CIARROCCA	SEAN	KELLY
MICHAEL	CIMASI	MARK	KOTNIS
JAMES	CIMINELLI	JEFFREY	KRAJEWSKI
KEVIN	COAD	JESSICA	KULPIT
RICHARD W.	COLE	KATHERINE	LAVIN
CAITLIN	CONNELLY	DILLON	LAURINCELLA
MICHAEL	CONROY	EVAN	LEFFLER
CHRISTY	COOPER	CLAYTON	LENHARDT
CINDY	COOPER	DEAN	LILAC
WILLIAM	CURTIN	ASHLEY	LITWIN
ROBERT	CUTTING	FRANK	LONGO
PAUL G.	DELL	KATRINA	LOSS
JAMES	DEMATTEO	BRIAN	MACDONALD
LAWRENCE	DESIDERIO	PARKER	MACKAY
PAUL	DIDIO	KEVIN	MAHONEY
EDWARD	DINKI	JAMES	MALONEY
BARRY	DOLGOFF	CORINNE	MANFREDI
ANTHONY	DOMENICO	ALIXANDRA	MARINERO
ALAN	DONATELLI	MINDY	MARRANCA
CECILE	DORLAE	RACHEL	MARRERO
CONNOR	DOUGHERTY	EDWARD	MARTINSHIN
DANIEL	DUBOIS	WILLIAM	MATHEWSON
THEARTHUR	DUNCAN	STEPHEN	MCCANN

COMM. 14M-2

Assigned Counsel Panel

Active

As of June 30 2025

PETER	MCGRATH	LAWRENCE	SCHWEGLER
JAMES	MCIVER	SETH	SEEGERT
PATRICK	MCLAUGHLIN	JOSEPH	SCINTA
PAUL	MICHALEK JR	MARC	SHATKIN
TARA	MIDLIK	ADELA	SMEHLIK
MICHAEL	MINGO	JENNIFER	SMITH
SAMUEL	MISERENDINO	MICHAEL	STACHOWSKI
CORY	MISSELL	JOSEPH	STADLER
RICHARD	MORRISROE	JONATHAN	STAEHR
JOSEPH	MUSCATO	PATRICK	STAFFORD
ABRAHAM	NASSAR	ANDREW	STEINHAUS
TERENCE	NEWCOMB	ROBERT	STEINHAUS
ANN	NICHOLS	DOUGLAS	STILLER
KATE	NOWADLY	MATTHEW	SWERDLIN
OJEME	OSEMIAMIEN	WILLIAM	SZCZEPANSKI
TYLER	O'NEILL	CELIA	SZCZUR
EVELYNE	O'SULLIVAN	ANDREW	TABASHNECK
MAYADA	OSMAN	DANIEL	TARANTINO
DAVID	PAJAK	NICHOLAS	TEXIDO
BRIAN	PARKER	THOMAS	THEOPOILIS
VINCENT	PARLATO	PAMELA	THIBODEAU
KIM	PAUL	DELREASE	TOTA-NEAL
TIMOTHY	PAWARSKI	BRIAN	TOWEY
ANTHONY	PENDERGRASS	EMILY	TROTT
BRITTANY LEE	PENBERTHY	LANA	TUPCHIK
MARY	PENN	JOSEPH	TURNER
CORTNEY	PETERKIN	GINA	VALLONE-BACON
FREDRICK	PETERSEN	JAMES	VANDETTE
MARGARET	PHILLIPS	RADHIKA	VARAVENKATARAMAN
KATHLEEN	PLATZER	PETER	VASILION
MICHAEL	PORETTA	CATHARINE	VENZON
MATTHEW	POTENZA	JESSICA	VESPER
TODD	POTTER	LOUIS	VIOLANTI
BECKY	POWELL	JEFFREY	VOELKL
OLIVIA	PROIA	DANIEL	WARD
SHAKOR	PURKS-MORRIS	TARA	WATERMAN
PATRICK	QUINLIVAN	PIETER	WEINRIEB
ANDREW	RADACK	DANIEL	WHORLEY
RJAMES	REMMES	WALLACE	WIENS
CRYSTAL	REPKA	DAVID	WILSON
LINWOOD	ROBERTS	JENNA	WOJDAN
NORA	ROBSHAW	THOMAS	WOJTAN
DAVID	RODRIGUEZ	REID	ZACCAGNINO
LORI	ROMAN	ROBERT	ZISKE
WALTER	ROOTH III	MICHAEL	ZOSH
MARIA	ROSCIGLIONE		
WILLIAM	ROSSI		
LISSETTE	RUOTOLO		
KARIN	RUPP		
MARK	SACHA		
STEVEN	SALCEDO		
BRENT	SALEVSKY		
SALVATORE	SANFILIPPO		
DAVID	SARKOVICS		
DANIEL	SCHAUS		
JEFFREY	SCHERER		
JOHN	SCHOEMICK		

**Regular Meeting of the Board of Directors
Erie County Bar Association Aid to Indigent Prisoners Society Inc.
February 5, 2025**

12:15 p.m., Virtual and 403 Main Street, Suite 215

Board Members Present: Kristin Arcuri, Stephen Earnhart, Giovanni Genovese, Hon. Michael Hudson (ret.), Anne Joynt, Hon. Keith Kibler, Matthew Kibler, Rachel Saeli, Hon. Suzanne Maxwell Barnes, Catherine Nagel, Michelle Parker, Todd Potter, Jr., Joseph Terranova, Pamela Thibodeau, Delrease Tota-Neal, Lana Tupchik, Peter Vasilion.

Excused:

Guests: Hope Keilman, CFO; Amy Brown, Supervising Administrative Assistant

1. A quorum being present, ED Michelle Parker called the meeting to order at 12:22 p.m.
2. Approval from the Board minutes from November 20, 2024; motion to approve by Todd Potter; seconded by Rachel Saeli. Passed unanimously.
3. Approval from the Board minutes for the Executive session from November 20, 2024; motion to approve by Todd Potter; seconded by Joseph Terranova. Passed unanimously.
4. Board Governance
 - a. Conflict of Interest - We have 100% compliance with the execution of the Conflict of Interest Form by members of the Board.
5. Old Business
 - a. Status of County Proposal for an in-house Office of the Public Defender
 - i. On December 12, 2024, Board President Joseph Terranova circulated to the Board a summary of his discussion with for ACP Chief Defender Robert Lonski.
 - ii. On December 16, 2024, ED Parker circulated to the Board the ILS Board's Agenda of December 13, 2024, regarding potential changes to the Caseload Standards which reduce the number of cases handled per attorney and make providing services through an institutional provider more than twice as expensive.
 - iii. The Task Force convened a meeting of the ACP and LABB Boards of Directors on Wednesday, December 18 at Noon. Attended in person for the ACP Board: Gioanni Genovese, Anne Joynt, Rachel Saeli, Todd Potter, Nora Robshaw, Joseph Terranova, Peter Vasilion, Samantha White; attended virtually: Kristin Arcuri, Delrease Tota-Neal, Lana Tupchik.
 - iv. On January 13, 2025, ED Parker circulated to the Board the Task Force's interim report to the County Executive with attachments.

- b. Recruitment Committee-Held at 12:15 p.m. on Friday, November 22, 2024, and Monday, January 27, 2025.
 - i. We are studying the new federal guidance on Public Service Loan Forgiveness being made available to independent contractors of 501c3 organizations. We will roll out guidance on how some of our panelists may apply for this relief within the week and hold a virtual informational session on March 14.
- c. Bylaws Committee – (Chair: Stephen Earnhardt; members: Anne Joynt and Peter Vasilion.) Met on October 8, 2024, discussed the 2021 proposed changes; a copy of Onondaga County ACP Bylaws was circulated with the Committee. The next meeting was scheduled for November 25, 2024; this was adjourned generally due to the Board members' need to attend to other Board matters.

6. New Business:

- a. Nominations Committee: President Joseph Terranova will chair a Nominations Committee to report back to the Board at the annual meeting on April 9, 2025. Named to the Committee: Peter Vasilion, Stephen Earnhardt, Anne Joynt, Delrease Tota-Neal.
 - i. Three open seats: finishing their 2nd of 2 terms: Hon. Michael Hudson (ret.); Anne Joynt; Ayoka Tucker.
 - ii. One open appointment: Nora Robshaw's term as Chair of the BAEC Criminal Law Committee concluded; awaiting a response from the BAEC as to who will assume the Chairmanship.
 - iii. Finishing their 1st, eligible for a 2nd term: TheArthur Duncan, Kristin Arcuri, Brian Melber (will be eligible for Board service 2025-2026 as President of the BAEC), Pamela Thibodeau, Delrease Tota-Neal.
- b. Awards Committee: President Joseph Terranova appointed Rachel Saeli to chair an Awards Committee; named to the Committee: Delrease Tota-Neal and Kristin Arcuri. Looking at Monday April 7 (to avoid night court conflicts) to hold the party.
- c. Approval of the proposed updated Employee Handbook; circulated; ED Parker noted that considering recent legal upheaval as federal civil rights law implicating employment issues. she would have it reviewed by an outside HR agency (TripleTrack HR Partners) to ensure it is compliant with federal and state laws before bringing it to the Board for a vote.

7. Report of Executive Director/Chief Defender:

Update as to Operations

On February 7, we will be having a virtual full panel meeting (optional but encouraged) on "All Things Voucher". Voucher Supervisor Lucy Nowak will walk our panelists through FAQs and common errors to improve the voucher submission, approval and payment system.

<u>CASE TYPE BREAKDOWN %'s</u>		<u>(ANNUAL/2025)</u>	<u>2024</u>
Criminal cases	17,401 (69%)	\$13,912,708 (62%)	69% of \$ - criminal
Family cases	7,743 (31%)	\$ 8,386,919 (38%)	62% of # - criminal

A. Erie County Department of Law

ILS Contracts - Completed

ILS 2nd Family Court Upstate - This was a competitive grant that we won to fund a Family Court Deputy for Litigation Support for 3 years for 2023, 2024, and 2025 (provide support to panel members by legal research, legal memorandum as well as help with interlocutory appeals and litigation in permanency hearings.) Obtained confirmation with ILS that it will be for 3 years going forward (i.e., 2025, 2026, 2027.) This is currently posted.

Extensions

CSTWIDEHH14 (1 yr extension)(11/27/23), **CAFA3 (extensions)**(2/15/24) -ILS sent final contract to County 11/14/24 – we are now waiting for fully executed contract between ACP and Erie County.

New Contracts:

ILS 2ND CSTWIDEHH1 – 2024-2026; ILS/NYS approved and sent final to County on 1/29/25; await fully executed contract with ACP/Erie County.

ILS CAFA4 – ILS sent to County with their final signature -Awaiting County to fully execute contract with ACP

ILS #14/15/16 – ILS received our amendment to include Dist#15; County legislature passed resolution – ILS now needs to send back with final signatures.

DCJS – Discovery Reform Funding (\$2.8M) – followed up with the Department of Law regarding the status of legislative approval for a contract with ACP (\$2.8M) and LABB (\$1.4M) per a discussion in September 2024.

ILS Reports

Andrew Fiske, the Criminal Defense Counsel at the ILS WNY Regional Support Center, sent us copies of the ILS Year Six Reports for Quality Improvement/Caseload Relief and Counsel at Arraignment (available here: <https://www.ils.ny.gov/node/221/statewide-implementation-plans-and-reports>.)

- The Program was highlighted positively in the Quality/Caseload report for its mentorship and second chair programs (page 22), training curriculum (p. 23), and LEAD program (p. 26).
- The Program was highlighted positively in the Counsel at Arraignment Report as to Erie County providing arraignment representation at all custodial arraignments, with no gaps in coverage, and with systems in place to identify missed arraignments (Appendix D-4; p. 105).

B. Criminal Division –

New Attorney Training was completed in October; 13 new attorneys were added to the panel following completion of mock trials in December. Currently we have 173 attorneys taking some kinds of case on the criminal panel (159 trial level counsel.). We are currently in the re-certification process and hope to conclude our panel updates by mid-February.

The “Electronic Discovery for Incarcerated Clients” Program was rolled out to the entire panel in early January. All trial level attorneys now have access to this system which allows for independent remote viewing of discovery materials by our panelists.

New Felony Attorney training is scheduled for February 18, 20, 24 and 26; so far there are 16 attendees signed up.

The Spring 2025 New Attorney Training is scheduled for April 22, 24, 28 and 30; so far there are 13 attorneys signed up.

There is an all-day Law Practice Management CLE all day on February 12th at Classics V in the Town of Tonawanda.

We are currently evaluating discovery management programs in preparation of our receipt of DCJS funding for CPL 245 implementation. We are awaiting ECDA action on their system before deciding on ours. We have a “funding use” plan set to go as soon those decisions are made.

Our LEAD Social Work and Investigator teams continue to offer support to the panel on a wide variety of matters: Program Director Holly Edwards LMSW and Supervising Investigator Dave Kubiak continues to provide excellent services to the panel attorneys as to their areas. Mitigation Supervisor Tara Evans, Esq., continues to supervise her mitigation writing team in producing outstanding materials invaluable to the defense.

C. Family Court Division -

There has been a series of training for prospective panel attorneys which started in the Fall 2024. Classes have included these topics: discovery in FC (2 parts), working with ACP, working with AFCs & finally the substantive Custody lecture. Upon completion of the custody section, the trainees are eligible for a few custody cases to be assigned. They handle these while closely supervised by Second Deputy Yvonne Vertlieb, Deputy for Child Welfare Kevin Condon, or a mentor.

On 2/27 there will be training on Article 8 matters (family offenses). Subsequently, trainees will be assigned a few Article 8 matters subject to the same close degree of supervision. Trainees will continue with Art 6/8 matters for at least a few months before we assign support matters since there is the risk of incarceration on support matters.

It will be a minimum of two years before we consider moving a panel attorney to the Article 10 panel. Trainees essentially remain on probation for an extended period—which can be a year or more -- until they are released to take assignments on their own. Occasionally, a trainee never makes it out of probation.

We allow panel members to attend the classes as well. There were 6-10 people per session; 5 of these are trainees that will go onto the FC panel.

Yvonne Vertlieb was invited to present at a NYSBA CLE titled "Timely Access in CPS Investigations". She discussed the Erie ACP's pre-petition program.

ILS has issued the 4th Model Office Grant RFP to provide three years of funding (approx. \$2.6M) for support of holistic multi-discipline practice in child welfare cases. We are applying for the 4th time; it has been indicated to Yvonne that it is actually a renewal grant for the Monroe County Office of the PD. We are applying nonetheless and seeking funding for a staff attorney, a social worker, and two peer advocates, as well as 4 contract attorneys to expand our pre-petition representation and multi-disciplinary practice. We obtained letters in support of our application from the Erie County Commissioner of Social Services Karen Rybicki, LMSW, and the LABB Executive Director David Schopp. This will be filed before the deadline on Friday, February 7.

ILS grant for 2nd Parental Representation RFP - - The position of Deputy for Litigation Support has been posted.

D. Staff Demographics

End of third quarter (12/30/2024):

	Erie County	ACP	9/30/2024 ACP
Female	52%	80%	52/79
Male	48%	20%	48/21
Born outside USA	10%	0%	unchanged
Caucasian	74.9%	77.5%	76.92%
Black	13.1%	15%	15.38%
Native American	0.53%	2.5%	change -.06%
Hispanic	4.5%	2.5%	change -.06%
MENA*		2.5%	change -.06%
Asian	3.81%	0%	unchanged
Native Hawaiian	0.03%	0%	unchanged
Black/Hispanic	0.53%	0%	unchanged
Multi-racial	2.27%	0%	unchanged
Other	0.33%	0%	unchanged

*MENA – Starting April 2024, a new EEOC race and ethnic category for a person of Middle Eastern or North African descent.

E. Other

- The Erie ACP will host the 2025 First Quarter meeting of the Chief Defenders for the Eighth Judicial District on Friday, February 21.
- Our 2025 Erie County Indigent Defense Funding Application was adopted in full by the County Executive and passed by the Erie County Legislature.
- We hosted a DD7 training for Chief Defenders of ACPs in the 7th and 8th Judicial Districts on Tuesday, December 3 at 2 pm. The smaller ACP programs are still relying upon paper vouchers and were very interested in learning about our electronic case management system.
- We submitted a nomination for Bille Jo Zakia, Clerk of Erie County Superior Courts, for the BAEC Law Day's Special Service Award.
- ED Parker and CFO Keilman did a virtual training session for the local judges/support magistrates on DefenderData (DD7, the ACP's Case Management System) on January 21. This will continue to be scheduled for each January going forward.

- The ILS Board held its fourth quarter meeting on Friday, December 13 at the Association of the Bar of the City of New York. Part of the discussion concerned the proposed revisions to the Caseload Standards; for instance, the maximum number of violation/misdemeanor cases would decrease to 136 cases per year.

- Applying that figure to a proposal for an institutional provider to staff the Town of Cheektowaga would mean:

- 4,039 cases divided by 136: 30 attorneys
- At .5 staff per attorney: 15 staffers
- 30 attorneys at \$135,000: \$4,050,000
- 15 staffers at \$90,000: 1,350,000
- Total: **\$5,400,000** plus overhead that would also be passed along to the taxpayers, including office space, supplies, technology needs, mileage, tolls, vehicles, and other expenses items required for a staffed provider.

- That is **over \$3M more** than what it would cost to continue to maintain the current model with ACP handling the Town of Cheektowaga.

8. Report of CFO-

- a. Reviewed December 2024 Preliminary Financials (pre-audit.)
- b. 2025 Erie County Budget – Our proposal was adopted by the County Executive. Submitted for the first quarter reimbursement last week.
- c. Status of cybersecurity testing pursuant to DCJS Grant – The first training was on February 5, 2025; there will be more testing and training in the next month.
- d. Status of Evans Bank Line of Credit-\$0

9. Motion to go into Executive session at 1:05 p.m. by Hon. Michael Hudson (ret.); seconded by Peter Vasilion. Passed unanimously.

10. Hope Keilman, CFO and Amy Brown, Supervising Administrative Assistant, left the meeting.

11. Returned to the Regular Meeting; adjourned at 1:58 p.m.

- a. Next meeting: Wednesday, April 9, 2025 (changed from third Wednesday due to school holiday schedules.)

Regular Meeting of the Board of Directors
Erie County Bar Association Aid to Indigent Prisoners Society Inc.
April 9, 2025 DRAFT

12:15 p.m., Virtual and 403 Main Street, Suite 215

Board Members Present: Kristin Arcuri, Stephen Earnhart, Giovanni Genovese, Hon. Michael Hudson (ret.), Anne Joynt, Brian Melber, ED Michelle Parker, Todd Potter, Jr., Linwood Roberts, Rachel Saeli, , Joseph Terranova, Pamela Thibodeau, Delrease Tota-Neal, Peter Vasilion.

Excused: Hon. Suzanne Maxwell Barnes

Guests: Hope Keilman, CFO; Amy Brown, Supervising Administrative Assistant

1. A quorum being present, ED Michelle Parker called the meeting to order at 12:20 p.m.
2. Approval of the Board minutes from February 5, 2025; motion to approve by Hon. Michael Hudson (ret.): seconded by Joseph Terranova. Passed unanimously.
3. Old business: Approval of updated Employee Handbook; revised version was circulated to the Board on Wednesday, April 1. Motion to approve by Rachel Saeli; seconded by Kristin Arcuri; passed unanimously.
4. Annual Meeting:
 - a. Report regarding Board appointments:
 - i. County Executive: awaiting word as to the CE's appointment.
 - ii. Majority Chair: reappointed Samantha White.
 - iii. Minority Chair: reappointed Peter Vasilion
 - b. Report of Nominations Committee Chair, President Joseph Terranova:
 - i. Reappointments for a 2nd three-year on the Board – 2025-2028 – (5): Kristin Arcuri, Delrease Tota-Neal, Brian Melber, Pamela Thibodeau, TheArthur Duncan.
 - ii. Openings: (three seats currently held by Hon. Michael E. Hudson [ret.], Anne Joynt; Ayoka Tucker): Appoint two, so that there is an odd number of Board members: Joseph Turner and Nora Robshaw.
 - iii. Officers:
 1. Peter Vasilion - President for 2025-2026 (president-elect for 2025-2026 was previously held by former Vice-president Anne Joynt.)

2. Nora Robshaw: Vice-president-elect 2025-2026 (Vice-president for 2026-2027; President for 2027-2028.)
 3. Pamela Thibodeau: Secretary-elect 2026-2027.
 4. Kristin Arcuri: Treasurer-elect 2026-2027.
- c. Motion to close nominations by Rachel Saeli; seconded by Todd Potter. Passed unanimously.
 - d. Motion to approve the slate submitted by the Nominations Committee by Rachel Saeli; seconded by Todd Potter. Passed unanimously. Hon. Michael Hudson was thanked for his service to the board and exited at 12:27 p.m.
5. Call to Order at 12:27 p.m., Board of Directors to now include Nora Robshaw and Joseph Turner.

Guests: Hope Keilman, CFO; Amy Brown, Supervising Administrative Assistant

6. Old Business

- a. Awards Committee: The Annual Attorney Recognition event was held on Monday, April 7; about one hundred attended at the Greenhouse Room at the Lafayette Hotel. We selected the first Monday of the month, since there is only one Town Court in session on that night (Town of Evans.) Recognized: Nick Texido as the Criminal Defender of the Year, Peter Vasilion as the 2024 Family Court Defender of the Year. Parole Advocacy attorney Barry Dolgoff is the 2024 Specialty Panel Defender of the Year, and Yvonne Banks, Financial Eligibility Review Specialist with the 2024 Honorable Joseph D. Mintz Memorial Award to an outstanding Program employee.
 - i. Thanks to our sponsors: Platinum: Todd Potter, Jr.; Gold: Hon. Michael E. Hudson (ret), Jessica Kulpit, Esq., Joseph Terranova, Esq., Louis Violanti, Esq.; Silver: Hon Tim Franczyk (ret.), Robert Johnson, Esq.; Bronze: James De Matteo, Esq., Anne Joynt, Esq., ED Michelle Parker, Esq., Nora Robshaw, Esq.
- b. Recruitment Committee - Held at 12:15 p.m. on Monday, March 24, 2025.
 - i. We rolled out the information on the federal Public Service Loan Forgiveness program now available to independent contractors of 501c3 organizations. Response has been minimal.
- c. Bylaws Committee – (Chair: Stephen Earnhardt; members: Anne Joynt and Peter Vasilion.) Circulated to the Board on March 13: the Bylaws Committee report to the Board, the current Bylaws with proposed changes in redline, and the Bylaws of the

Onondaga County Bar Association ACP. This will be taken up by the Bylaws Committee of the newly constituted Board of Directors.

7. New Business:

- a. Board Governance – Conflict of Interest form (annual) – circulated by email.
- b. Audit Committee – Board President Peter Vasilion appointed three Board members: Chair Kristin Arcuri, Giovanni Genovese, and Lana Tupchik.
- c. County Executive's proposal to create an Office of Public Defender – Resolution – circulated by email. Motion to approve the resolution by Joseph Terranova; seconded by Todd Pooter; motion passed, opposed by Peter Vasilion.

8. Report of Executive Director/Chief Defender:

Update as to Operations

<u>CASE TYPE BREAKDOWN %'s (ANNUAL/2025)</u>			<u>2024</u>
Criminal cases	17,427 (69%)	\$13,911,118 (62%)	69% of \$ - criminal
Family cases	7,744 (31%)	\$ 8,447,083 (38%)	62% of # - criminal

A. Erie County Department of Law

New Contracts:

ILS CAFA4 – ILS sent to County with their final signature -Awaiting County to fully execute contract with ACP

ILS #14/15/16 – ILS received our amendment to include Dist#15; County legislature passed resolution – ILS now needs to send back with final signatures.

DCJS – Discovery Reform Funding (\$2.8M) – have continued to follow up with the Department of Law regarding the status of legislative approval for a contract with ACP (\$2.8M) and LABB (\$1.4M) per a discussion in September 2024. Advised in April 2025 that this is now going to the Erie County Legislature.

B. Criminal Division –

From February 20 to 28, our New Felony Attorney Training Program ran, which was attended by 12 members of our panel. One attorney was elevated following the training and there is a plan to elevate the remainder of the misdemeanor attendees following their next panel review and upon completion of a "Second Chair" Assignment.

Over the weekends of 3/22-3/23 and 3/29, ran a live moderated re-watch of last year's outstanding DWI Micro Institute Training. This training is required to be qualified for our DWI Defense Panel. The training resulted in adding 9 attorneys to the DWI Defense panel. This is scheduled to run again in March 2026.

On Thursday March 27th, Deputy for CLE/Training Matthew Powers presented and hour on "Ethics" which was attended by over 30 panelists.

Preparing for the next New Attorney Training Program which will run April 22 to April 30; there is a full class of 16 new panelists that will join the Misdemeanor panel following completion of the training and a mock trial exercise. It is expected that all new attorneys will be receiving cases no later than June 15.

First Deputy Kevin Stadelmaier has spent a good amount of time since January advocating for the protection of the landmark 2020 Discovery law, which has been under attack since the Governor proposed to repeal it in her 2026 NYS Budget. The Program has signed on as a member of the "Alliance to Protect Kalief's Law" and Stadelmaier has assumed a leadership role in that group. He testified at the joint public protection hearing on February 13 in Albany in his dual capacity as the Erie ACP First Deputy Defender and as the President-Elect of the New York State Association of Criminal Defense Lawyers (NYSACDL.) On March , he spoke at an Albany press conference of state leaders and elected officials on the same issue. The efforts have succeeded in convincing both the NYS Assembly and Senate to omit the rollbacks from their "one house" budgets. Negotiations are continuing to take place.

The ACP Criminal Division meets monthly to review intraunit issues and discuss methods to improve our practice. There is a list of 2025 Initiatives, among them expanding training opportunities, reforming our panel review procedures, increasing the volume of transcripts and motions available, expansion to the Correctional Facility of the electronic discovery to incarcerated clients project, and methods by which the Erie ACP will employ the DCJS Discovery implementation funding once released by the County.

Our Investigative (David Kubiak), Social Work (Holly Edwards) and Mitigation (Tara Evans) teams continue to perform admirably, discharging their responsibilities in the outstanding manner to which our panelists have become accustomed. The entire Criminal Division Team is collecting "Wins!" from our panelists and expect to product a quarterly communication to the panel lauding the outstanding work of the panel. The first such communication to the Criminal panel was issued on April 4.

C. Family Court Division -

Second Deputy Yvonne Vertlieb and Deputy for Child Welfare Kevin Condon completed the annual Family Court training which yielded four new attorneys for the program.

Mary Beth DePasquale joined us as our new Deputy for Litigation Support – FC per above. She has been working on our Motions Bank and is taking a deep dive into the

area of abuse including the topic of shaken baby syndrome. This work will lead to a series of CLEs on this topic, which has not been done in depth before.

FC panel members have been identified who will be requested to participate in upcoming trial training.

Worked with Kevin Stadelmaier - First Deputy Defender – Criminal – to identify 9 members of the criminal panel interested in taking Art 8 (Family Offense) assignments. There will be training to get them up to speed before assigning cases.

Second Deputy Yvonne Vertlieb will present a Case Review at next week's BAEC P & P – Family Court.

Vertlieb was named to the new statewide Family Justice Initiative committee which will be working on FC issues for the next year through the auspices of OCA with a view to creating a report on ways to improve FC.

As reported at the last Board meeting, we applied for the ILS 4th Model Office Grant to provide three years of funding (approx. \$2.6M) for support of holistic multi-discipline practice in child welfare cases. As expected, it was awarded to Monroe County as a renewal grant.

D. Staff Demographics

Based on staff who have identified demographic information; end of first quarter (3/31/2025);

	Erie County 2020 Census	ACP Started tracking in 2021	ACP Last report 12/31/2024	ACP Most recent 3/31/2025	Change since the last quarter	Change since 2021
Female	52	73.3%	80%	81%	+1%	+7.7%
Male	48	26.6%	20%	19%	-1%	-7.6%
Born outside USA	10	0	0	0	Unchanged	Unchanged
Caucasian	74.9	80%	77.5%	73.17%	-4.33%	-6.83%
Black	13.1	17%	15%	17.07%	+2.07%	+0.07%
Native American	.53	3%	2.5%	2.44%	-.06%	-.56%
Hispanic	4.5	0%	2.5%	4.88%	+2.38%	+4.88%
MENA		0%	2.5%	2.44%	-.06%	+2.44%
Asian	3.81	0	0	0	Unchanged	Unchanged

Native Hawaiian	.03	0	0	0	Unchanged	Unchanged
Black/Hispanic	.53	0	0	0	Unchanged	Unchanged
Multi-racial	2.27	0	0	0	Unchanged	Unchanged
Other	.33	0	0	0	Unchanged	Unchanged

MENA – Starting April 2024, a new EEOC race and ethnic category for a person of Middle Eastern or North African descent.

E. Other

- On February 7, we held a virtual panel meeting on “All Things Voucher”. Voucher Supervisor Lucy Nowak walked our panelists through FAQs and common errors to improve the voucher submission, approval and payment system; we responded to questions.
- The Erie ACP hosted the 2025 First Quarter meeting of the Chief Defenders for the Eighth Judicial District on Friday, February 21. Legal Aid is hosting the May meeting.
- Our nomination for Bille Jo Zakia, Clerk of Erie County Superior Courts, for the BAEC Law Day’s Special Service Award, was accepted. *See* BAEC letter of congratulations to Ms. Zakia dated February 25, 2025 (circulated via email.)
- As previously reported, in December 2024 we hosted a DD7 training course for Chief Defenders of ACPs in the 7th and 8th Judicial Districts on Tuesday, December 3 at 2 pm. The smaller ACP programs are still relying upon paper vouchers and were very interested in learning about our electronic case management system. Subsequent to that training:
 - On Wednesday, April 2, met with the Niagara County ACP Administrator and WNY ILS. The first line of defense is the Niagara County PD, then the Conflict Defender, then the ACP. The ACP Administrator is also the Conflict Defender. There is interest in subcontracting the ACP administrative functions (500 cases a year) to the Erie ACP (20,000+ cases a year). The WNY ILS Office will take the lead with the discussions with the Niagara County Manager.
 - We provided the Wyoming County ACP Administrator Jennifer Wilkinson with exemplar MOUs that the Program developed, to provide ILS *Hurrell-Haring* supported services to other counties (Niagara Co. PD: we provided an LMSW: Genesee County Conflict Defender: we provided investigator services) and a draft MOU for investigator support to her organization.

- The ILS Board held its first quarter meeting on Wednesday, April 2 at the Association of the Bar of the City of New York. There was no discussion further to the fourth quarter presentation on the proposed revisions to the Caseload Standards; for instance, the maximum number of violation/misdemeanor cases would decrease to 136 cases per year.

- Applying that figure to a proposal for an institutional provider to staff the Town of Cheektowaga would mean:

- 4,039 cases divided by 136: 30 attorneys
- At .5 staff per attorney: 15 staffers
- 30 attorneys at \$135,000: \$4,050,000
- 15 staffers at \$90,000: 1,350,000
- Total: **\$5,400,000** plus overhead that would also be passed along to the taxpayers, including office space, supplies, technology needs, mileage, tolls, vehicles, and other expenses items required for a staffed provider.

- That is **over \$3M more** than what it would cost to continue to maintain the current model with ACP handling the Town of Cheektowaga.

- ED Parker and CFO Keilman did a virtual training session on DefenderData (DD7, the ACP's Case Management System) for incoming Lackawanna City Court Judge John Gaughan on April 7. The invitation was also issued to the local Supervising Judges for the City Courts, the Town & Village Courts, and the County Court.

9. Report of CFO-

- a. Reviewed February 2025 Preliminary Financials (pre-audit); under budget by \$159,000 (Program: -\$148,000; Administrative: -\$11,000.) Cash flow is good.
- b. Evans Bank will be turning into NBT Bank; CFO to monitor for changes to the sweep account. Due to the transition in early May, we will proceed to an early payment for the April vouchers (direct deposit on 4/30/2025.)
- c. Status of cybersecurity testing pursuant to DCJS Grant – Added a Phishing Alert Button to the Outlook email application. An employee who receives a suspicious email will click on that button; that will direct the email to Hope automatically and then delete it from the employee's mailbox. If it is not a Phishing email, the employee will be able to recover it.
- d. Status of Eyans Bank Line of Credit-\$0

10. Motion to go into Executive session at 1:39 p.m. by Peter Vasilion; seconded by Todd Potter. Passed unanimously. Hope Keilman, CFO and Amy Brown, Supervising Administrative Assistant, left the meeting.
11. Returned to the Regular Meeting; adjourned at 1:53 p.m. Meeting schedule: all on the third Wednesday of the month at 12:15 p.m.; virtual and in-person.
 - a. Next meeting: Wednesday, June 18, 2025
 - b. Following date: Wednesday, August 20, 2025
 - c. Following date: Wednesday, November 19, 2025.
 - d. Last date: Wednesday, February 18, 2025.

**Regular Meeting of the Board of Directors
Erie County Bar Association Aid to Indigent Prisoners Society Inc.
June 18, 2025 DRAFT**

12:15 p.m., Virtual and 403 Main Street, Suite 215

Board Members Present: Kristin Arcuri, Giovanni Genovese, Hon. Keith Kibler, ED Michelle Parker, Todd Potter, Jr., Linwood Roberts, Nora Robshaw, Rachel Saeli, , Joseph Terranova, Pamela Thibodeau, Delrease Tota-Neal, Lana Tupchik, Joseph Turner, Peter Vasilion; Samantha White, Hon. Paul Wojtaszek.

Excused:

Guests: Hope Keilman, CFO; Amy Brown, Supervising Administrative Assistant

1. A quorum being present, ED Michelle Parker called the meeting to order at 12:19 p.m.
2. Approval of the Board minutes from April 9, 2025; motion to approve by Joseph Terranova; seconded by Lana Tupchik; passed unanimously.
3. Approval from the Board minutes of Executive Session from April 9, 2025; motion to approve by Peter Vasilion; seconded by Lana Tupchik; passed unanimously.
4. New Board Members: New Board Members following the June 2025 BAEC Election
 - a. Annual Meeting-Brian Melber to name a designee for his open slot, still waiting for him to name a designee.
 - b. Todd Potter will continue as Chair to the PP Committee in Family Court and will continue to serve on ACP Board.
 - c. We are waiting for a designee from the Criminal Law Committee; Ian Harrington was named Chair but now he has a conflict since he has taken a new job as Manager at Legal Aid. ED Michelle Parker brought this conflict to Brian Melber's attention, and we are waiting to hear back from Brian concerning naming a designee.
5. Old Business
 - a. Annual Meeting – awaiting a response as to the County Executive's appointment; followed up with the County Attorney Jeremy Toth who advised that he would get back.
 - b. Board Governance – a signed Conflict of Interest form is required from each member of the Board of Directors.
 - c. Bylaws Committee – (Chair: Stephen Earnhardt; members: Anne Joynt and Peter Vasilion.) ~~Circulated to the Board on March 13: the Bylaws Committee report to the~~ Board, the current Bylaws with proposed changes in redline, and the Bylaws of the

Onondaga County Bar Association ACP. This will be taken up by the Bylaws Committee of the newly constituted Board of Directors.

6. New Business:

- a. Bylaws Committee - Board President, Peter Vasilion will remain and requested volunteers: Kristin Arcuri volunteered, and Peter will reach out to the Board for one more volunteer.
- b. Recruitment Committee - Peter Vasilion, Kristin Arcuri, and Joseph Terranova will remain on the Committee: Delrease Tota-Neal volunteered to serve.
- c. Resolution for Bank Signatures - Motion to approve bank signatures by Lana Tupchik; seconded by Joseph Terranova. Passed unanimously.

7. Report of Executive Director/Chief Defender:

Update as to Operations

<u>CASE TYPE BREAKDOWN %'s (ANNUAL/2025)</u>			<u>2024</u>
Criminal cases	17,653 (70%)	\$14,261,976 (63%)	69% of \$ - criminal
Family cases	7,684 (30%)	\$ 8,447,283 (37%)	64% of # - criminal

A. Erie County Department of Law

New Contracts:

Erie County 18-b – awaiting amendment to the 2025 contract (exhibit 8 regarding pilot program – C felonies at Buffalo City Court to be handled by LABB starting 7/1/2025.)

ILS CAFA4 – ILS sent to County with their final signature – awaiting fully executed contract with Erie

ILS #14/15/16 – ILS approved; awaiting fully executed contract with Erie County.

DCJS – Discovery Reform Funding (\$2.8M) – have continued to follow up with the Department of Law regarding the status of legislative approval for a contract with ACP (\$2.8M) and LABB (\$1.4M) per a discussion in September 2024. The resolution submitted to the Erie County Legislature had a mistaken dollar amount; awaiting the corrected resolution to be passed next Tuesday.

Extensions:

ILS Distribution #12 – approved by ILS; awaiting contract/resolution from Erie County Legislature.

Criminal Division –

From April 22nd to April 30th, the Spring 2025 New/Misdemeanor Attorney Training program was held. Following four days (14 hours) of classroom work and workshopping, and the completion of a mock trial exercise, we graduated 16 attorneys to the Misdemeanor panel. Those attorneys began receiving cases on June 1st. Our next program runs in October 2025, and we have 18 confirmed participants (2 spots remain open.)

On April 28th, after an extensive study of over two years of data, we ended the “Pre-Arraignment Assignment” program. Despite many positives, including early attorney intervention in many client cases, the program no longer met the ultimate goals for which it was created. As of June 30, all Courts in Erie County will have “Attorney of the Day” coverage for their regularly scheduled court appearances and all assignments will be made post-arraignment. To prepare, we have worked diligently to either place an ACP-purchased scanner, or arrange use of the court’s scanner, to efficiently send materials from courthouses to ACP. This will lessen the time between arraignment and assignment. As of today, we have scanners up and running in 34 of 37 courts and are working on the remaining three.

As noted at the last Board meeting, a Deputy Newsletter was launched in April to outlining panel attorney “Wins!”; the next will issue on July 11 and will include several outstanding results to announce.

On May 9, the NYS Budget was released with notable changes in the Discovery Laws. Despite the NYS Governor’s push to all but repeal the landmark 2020 reforms, the NYS Defender Community convinced the NYS legislature to eliminate the most damaging changes. The final bill, while incorporating some negative aspects of the DA/Governor proposal, is workable. Notably, the linkage of full/timely discovery and CPL 30.30 remains.

On May 28, the Criminal Division held a CLE for the panel attorneys about the changes arising from the Budget. It was attended by over 100 attorneys from the WNY region.

We continue to work with the Erie County Indigent Defense Working Group to effect the transfer of Buffalo City Court felonies and Cheektowaga Town Court matters.

We continue to provide intensive support to panel attorneys, including in several high-profile trials in the last 60 days. David Heraty, Lori Hoffman and Matt Powers have provided intensive support to panel attorneys, including several high-profile trials. Social Work Program Supervisor Holly Edwards, LMSW, Chief Investigator David Kubiak and Mitigation Supervisor Tara Evans, Esq., continue to do outstanding work in assisting our panelists with case needs. In May, Court Liaison/Administrative Assistant Jennifer Beagle celebrated her first anniversary on staff providing valuable services to the Division and the panel.

The County Executive and Sheriff have gone public with a proposal to consolidate the jail operations into a single facility in Alden. This would present difficulties for the panel attorneys and clients, unless there are significant accommodations. Deputy for QA Lori Hoffman appeared at a caucus of the Erie County Legislative's Public Safety committee on Thursday, June 12, along with Legal Aid's Ian Harrington, to discuss the problems with this proposal. It is unfortunate that the analyst engaged by the County to assess the situation did not ask for any input from the criminal and public defense community.

C. Family Court Division -

We have a new ILS-funded position: Parent Advocate for Family Court; Yvonne Vertlieb was successful in recruiting Barbara Emmanuel as our new Parent Advocate for FC. Ms. Emmanuel is a former Erie County CPS worker with many years of experience in the child welfare system. She has the perfect personality and skill set to help us with Article 10 clients. We are currently seeking a second person for an additional Parent Advocate position.

Mary Beth DePasquale and Kevin Condon have done an excellent job in creating a trial technique seminar for June 28 and July 12. This is a hands-on event where attorneys will be tasked with working through the litigation of a custody matter from start to finish. This seminar will be repeated late in the year and for the class of 2025-2026, it will be a mandatory part of training going forward.

On July 26, DePasquale will present an intensive training on the issue of *res ipsa* cases in FC concentrating on shaken baby syndrome. She brings her medical experience to this, as well as her legal experience.

The State Budget included an appropriation to ILS of \$25M to improve quality representation in Family Court; an increase of \$4.5M over the 2024-2025 budget. This is less than ILS sought, which \$50M in year 1, with an increase of \$50M per year until it is funded at \$150M per year.

The Family Court division continues the monthly lunchtime case conferences on the fourth Tuesday of the month. There will be coordination with DePasquale and panel attorney Lana Tupchik on new "lunch and learn" opportunities.

Mary Beth DePasquale and Kevin Condon will represent the Program at the ILS Third Annual Family Defense Grantee Consortium on September 18 at NYSBA HQ in Albany. This is subject to change (i.e., if Yvonne Vertlieb is asked to speak at the event.)

D. Other

- The ILS Board held its second quarter meeting on Wednesday, June 11 at the Association of the Bar of the City of New York. There was no further discussion as to the proposed revisions to the Caseload Standards.
- On June 10, ILS issued a Request for Input regarding the update to the criminal caseload standards; the deadline is June 26. One of our panel attorneys, Kelly Kapperman, is a member of the 17-member statewide Delphi Panel which met to establish a clear working definition of "reasonably effective assistance" and "prevailing professional norms" (i.e., the *Strickland v. Washington* standard for effective assistance of counsel) as well as to learn about the next steps for determining appropriate caseload standards.
 - We are meeting with Ms. Kapperman on June 26 to learn more about the operation of the Delphi Panel.
- The ACP Board regularly scheduled meetings are held on the third Wednesday of the month in February, April, June, August and November. The February date falls on February 18, which is the week of mid-winter recess.
 - Motion to move the February meeting to the second Wednesday, February 11, 2026 by Rachel Saeli; seconded by Kristin Arcuri; motion passed unanimously.
- On Thursday, May 1, ED Parker and CFO Keilman held a virtual training session on DefenderData (DD7, the ACP's Case Management System) for incoming West Seneca Town Court Judge Chelsea Macdonald and State Supreme Court Justice Debra Givens. The invitation was also issued to the local Supervising Judges for the City Courts, the Town & Village Courts, and the County Court.

8. Report of CFO-

- a. Reviewed May 2025 Preliminary Financials (pre-audit); under budget by \$81,000; cash flow is good.
- b. Evans Bank transitioned to NBT Bank
- c. Status of cybersecurity testing pursuant to DCJS Grant – should be coming to an end soon.
- d. Status of NTB Bank Line of Credit - \$0

9. Motion to go into Executive session at 1:16 p.m. by Peter Vasilion; seconded by Lana Tupchik; passed unanimously. Hope Keilman, CFO and Amy Brown, Supervising Administrative Assistant, left the meeting.
10. Returned to the Regular Meeting; adjourned at 1:53 p.m. Meeting schedule: all on the third Wednesday of the month at 12:15 p.m.; virtual and in-person.
 - a. Next meeting: Wednesday, August 20, 2025
 - b. Following date: Wednesday, November 19, 2025.
 - c. Last date: second Wednesday, February 11, 2026.
 - d. Annual Meeting: Wednesday, April 15, 2026 (the week following Spring recess.)